

Springdale Fire Department

Memorandum

To: Employee's Name
CC: Your Immediate Supervisor
From: Officer's Name who is Administering Reprimand
Date: Today's Date
Re: Oral Reprimand

This memorandum is documentation of an oral reprimand for **Employee's Name** as a result of your **Actions, Misconduct, Behavior, etc.** as described in the *Rules and Regulations of the Springdale Civil Service Commission*, Chapter **as applicable** Section **as applicable**.

This oral reprimand is based on the fact that you **Specific actions, be as detailed as possible, including past incidents related to this event and extenuating circumstances as applicable**

Any further incidents of this nature will result in increased disciplinary action including, but not limited to written reprimand, suspension, demotion, or discharge.

This oral reprimand will become part of your permanent personnel file in accordance with the *Springdale Civil Service Commission Rules and Regulations*; Chapter 8, Section 3: **"Oral Reprimand"**.

Personnel Name

Officer

Officer's Supervisor